



## Fort Cherry School District

### Job Description

<b>Title:</b>	Athletic Assistant Coach/Volunteer
<b>Overview:</b>	Employee/Volunteer shall assist with management and supervision of the District's sports program; help each participating student athlete achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem
<b>Location:</b>	Athletic Office
<b>Reports to:</b>	Athletic Coach
<b>Supervises:</b>	NA
<b>Coordinates with:</b>	All Administrative and Supervisory Personnel of the School District State and Regional Athletic Associations Local Booster Clubs Parents

#### Essential Duties:

1. Serves as liaison to the community program
2. Adheres to FCSD Coach's Handbook
3. Acts as a positive role model on and off the court/field/site, etc.
4. Coach individual participants in the skills necessary for achievement in the sport
5. Maintains competency in rules, event procedures, coaching technique, and general information related to the sport
6. Works cooperatively with all Coaches, Athletic Directors, and Communities, and Organizations to ensure a healthy, positive, and well-rounded programming

7. Maintains accurate statistics, records, and results of the season
8. Record, submit, and maintain necessary forms and paperwork
9. Enforce all rules of the District and State related to his/her sport
10. Enforce discipline and sportsmanlike behavior at all times
11. Monitor student athlete academics, behavior, and social-emotional aptitude
12. Ensure that no bullying/cyberbullying and/or hazing occurs; if thought to, notification to Athletic Director shall be immediate
13. Oversee the safety condition of the facility or area in which assigned sport is conducted at all times that students are present
14. Enforce rules and regulations concerning conditioning of players and their health and safety
15. Report injuries to the coach and athletic trainer through personal communication, as well as completing and submitting incident reports to the athletic trainer and Athletic Office
16. Exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities
17. Provide supervision of all athletes until they have left the building and/or site
18. Ensure that all windows, doors, and gates are locked in any area that has been used
19. Supervise out-of-season conditioning program
20. Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors

21. Attend athletic conference meetings, trainings, and state conferences as needed
22. Communicate effectively with all members of the District and Community
23. React to change productively and handle other tasks as assigned
24. Maintain confidentiality
25. Support the mission, vision, and belief statements of the District
26. Any other responsibilities assigned by the Superintendent/Building Principal/Athletic Director/Coach

**Qualifications and Skills:**

- High School Diploma, Associate's Degree preferred
- Valid certificate in designed sport preferred
- Valid certification for Concussion and Sudden Cardiac Arrest training as mandated by State Regulations
- Valid certification in Coaching Education and Sports First Aid
- Valid certification for Local and State training regulations
- Training in sport related field
- One (1) year of coaching/training experience
- Demonstrate working knowledge of Federal, State, and Local rules and regulations related to athletics
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to supervise and manage others
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

*For Assistant Coach only:*

Employment obligations will be defined in the Professional Educator Collective Bargaining Agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement